

CONTROL NO. 179	CLASS MEMO FOR: COMPTROLLER FROM/WE-Admin.	ORIGIN	FILE NO.
DATE OF MAT. 22 Nov. 55	DATE REC'D 30 Nov. 55	DATE OUT	CROSS REFERENCE
SUBJECT Property Authorization Control Procedure REF: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span> 25X1		ROUTING <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>	TIME OUT 11/30/55 11/30/55
DEFER ACTION UNTIL 6 Dec. 1955		ANSWERED	COURIER NO.
FORM NO. FEB. 1952 35-1		FILE AND ROUTING SLIP (18-40)	

19 MAR 1956

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Subject: re Property Authorization Control Procedure.

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1. In reply to the above memo, this is to advise you that the problems mentioned are presently under consideration and [redacted] have been placed out for coordination by the Regulations Control Staff for Authorization.

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2. As an interim measure, until final approval of [redacted] a procedure has been established between the Office of Communications and the Office of Logistics whereby <sup>material</sup> ~~assets~~ transferred from the 31 to a Comm depot overseas would be charged to a special cost account until such time as it is issued. Monthly issues reports and issues documents will then be forwarded to Headquarters for the crediting to the project and crediting to the special cost account. The Office of Communications has notified its depots to forward copies of issues documents to Headquarters along with the monthly report for the use of the area division.

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Approved

Release 2002/07/12

CONFIDENTIAL RDP79-0

A000200120017-8

SECRET

## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:				TELEPHONE		NO.	
WEIBF						DATE	
TO	ROOM NO.	DATE		OFFICER'S INITIALS	TELEPHONE	COMMENTS	
		REC'D	FWD'D				
1.							
WE Admin				WV			
2.							
3.							
Comptroller				29 Nov 55		Field Supply Procedures 8 Sept 1955	
4.						see 115	
Chief of Staff				30 Nov 55		not sent out 25X1	
5.							
						Let's discuss after you and [redacted] have read.	
25X1						must [redacted] 25X1	
8.						25X1	
9.						call [redacted] 25X1	
10.						1602-I	
11.						Re pore - this should be accomplished by establish- ment of special cost account	
12.						See Remy Wednesday 1/18/55 25X1	
13.							
14.							
15.							

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22 November 1955

MEMORANDUM FOR: The Comptroller

SUBJECT : Property Authorization Control Procedure

REF :

[REDACTED]

25X1

1. The experience of this Division in endeavoring to fulfill its responsibilities as set forth in paragraph 3 of referenced instruction indicates that the present procedures governing Property Authorization Control are deficient in respect to the control of issues of communications materials effected by the Overseas Installations of the Office of Communications. The communications material supplied to WE Missions by the Commo Overseas Installations has proven to be of considerable volume and cost. It is apparent therefore that any procedure designed to control the issue of property to Agency activities must give particular attention to this component of the Agency's supply system. It must also provide for the reporting of Communications issues to Headquarter's in order that these issues may be recorded in the Property Control Records maintained by the operating divisions. The present system does not require such reporting. Nor, insofar as can be ascertained by this Division, has there been any reporting of such issues to Finance Division for recording in the Agency's Project Cost records.

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2. Several WE Field Stations have been directed to forward requests for Communications materials direct to the Chief of the Communications Overseas Installation in their respective areas [REDACTED]. It is our understanding that the supply officer of the overseas installation will honor such requests providing the activity for which the material is requested has a properly approved Communications Annex. Communications annexes for operational activities are not approved on a fiscal year basis as a rule but are geared to the approval period of the project. In the case of PP-PM activities the Communications annex would therefore cover a period of 2 years. In the case of FI activities the Communications Annex would cover a period of one year but this would not necessarily coincide with the fiscal year period 1 July--30 June. It is apparent that a supply policy permitting issues based on other than the fiscal year program is in conflict with the basic concept of the Property Authorization Control Procedure.

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3. It should be noted here that this Division raised the question of controlling the field issues of Commo materials during the discussions of the proposed [redacted] It would seem that [redacted] in its present form, leaves this question unanswered. We also wish to point out that WE Division has attempted to lay on interim procedures with the Office of Communications which would give some measure of control over Commo supply issues to WE activities. In a memorandum dated 1 August 1955 from WE/C-Admin to the Office of Communications it was requested that the Communications Overseas Installations forward to WE Headquarter's copies of the documents reflecting the cost of all issues of material to WE activities in order that such information could be recorded in the Property Authorization Control records. In a memorandum dated 14 October 1955 we were informed by the Office of Communications that, because of the present workload on supply personnel, they could not comply with this request.

*See note  
Re Para 1*

4. In view of the above facts, it is requested that the Technical Accounting Staff study the present Property Authorization Control procedure with a view to broadening its scope to cover the operations of the Overseas supply bases operated by the Office of Communications. It is recommended that particular attention be directed to the present policy of these supply bases which permits issues based on Communications annexes rather than a fiscal year authorization.

5. It should be recognized that until appropriate revisions have been made in the Property Authorization Control procedures, providing for adequate reporting and control of communications supply issues, this Division will be unable to fulfill its responsibilities as set forth in reference instruction. It is therefore requested that this matter be given immediate attention. The Administrative Staff of this Division will be glad to render whatever assistance it can in developing a practical solution to this problem.

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C/WE-Admin.

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<input type="checkbox"/> UNCLASSIFIED		<input checked="" type="checkbox"/> CONFIDENTIAL		<input checked="" type="checkbox"/> SECRET	
25X1 CENTRAL INTELLIGENCE AGENCY					
25X1 OFFICIAL ROUTING SLIP					
TO:	NAME AND ADDRESS			INITIALS	DATE
1	[Redacted]			ROL	2/2/56
2	2028 Alcott				
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	

Remarks:

*(Comments + Return)*  
*Ship*  
*See attached comments -*  
*Recommend you talk to*  
*25X1*  
*[Redacted] also - He*  
*won't see this.*

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE

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To  
From  
25X1

My comments regarding the attached memo -

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(1) Concur generally with para 1 as implementation of the procedure is far from grooved at this stage.

(2) How can a Project annex be approved for a period less than or more than the basic Project approval. I do not believe independent approval action, limited to fiscal years for only the annex, would be sanctioned by DDP. Correction of the difficulty should be made at the root of the evil or by limiting Project's approvals to fiscal years. In effect this is really done since budgets and funds are on a fiscal year basis.

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(3) Regarding para 3 we did not want to set up for w.e. an interim



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procedure because at the time of their request we were working with you on an authorized procedure. Mr [ ] has been doing some work on determining what documentation can be originated by the field activities that will provide for both a financial and logistical use, i.e. it will show not only the funds but the items.

(u) Re para 4, at present the only controls on Projects is the Annex, as the various Finance Officers have not implemented the control procedures. At such time as the financial controls exist they will automatically take precedence over the Annex. Bear in mind that the Operating Div. will make the individual Project allotments to the field. Therefore Commo will be responsible for informing the Finance Officer of disbursements and their value, but control will be with the Finance Officer.

Ray - Please Comment  
Return  
Loft

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22 November 1955

MEMORANDUM FOR: The Comptroller

SUBJECT: Property Authorization Control Procedure

REF: 

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[redacted]  
C/WE-Admin.

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DATE: 19 Mar. '56

INDEX:

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TO: C/WE- Administration

FROM: C/TAS

SUUMMARY: C/WE-Admin Memo dated 22 Nov. '55 re Property Authorization  
Control Procedure

FILED: PROCEDURE - General

INDEXER:

REMARKS:

*Property Authorization*